

EDITED KSA LISTING

CLASS: PROCUREMENT AND SERVICES OFFICER I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Advanced knowledge of principles, practices and techniques of personnel supervision in order to supervise staff and/or advise/direct first and second-line supervisors.
K2.	Expert knowledge of procurement and services functions (e.g., purchasing, contracting, warehousing, clothing, canteen, etc.) of a correctional facility in order to administer the procurement services program within budgetary limitations.
K3.	Expert knowledge of purchasing methods, regulations and procedures as prescribed by the Department of General Services in order to comply with laws, rules, and regulations within budgetary limitations.
K4.	Advanced knowledge of contract management in order to comply with the laws, rules, regulations, within budgetary limitations, understand contract language, and functions as a liaison with Office of Contract Services (OCS), etc.
K5.	Advanced knowledge of warehousing operations (e.g., methods and equipment used in keeping records for receipt of stock, inventory and storing, caring for, and distributing materials, supplies and equipment, etc.) in order to comply with materials management theories.
K6.	Advanced knowledge of garage operations (e.g., vehicle and equipment maintenance and repair, etc.) in order to maintain operational readiness and safety of the vehicles and comply with laws, rules, regulations, within budgetary limitations, etc.
K7.	Advanced knowledge of clothing issue replacement and linen exchange operations in order to service the inmate population within budgetary limitations, etc.
K8.	Advanced knowledge of canteen operations in order to provide an uninterrupted flow of commodities/supplies to the inmate population within budgetary limitations, etc.
K9.	Intermediate knowledge of the inmate offender hobby operations in order to provide leisure time hobby crafts to the inmate population, etc.
K10.	Advanced knowledge of the Department's Equal Employment Opportunity Program objectives in order to ensure a harassment free work place environment.

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#	Knowledge, Skill, Ability
K11.	Advanced knowledge in departmental policies, procedures and Department of General Services (DGS) guidelines, etc. in order to interpret, provide guidance and ensure compliance, etc.
K12.	Advanced knowledge of commodity specifications in order to ensure that commodities ordered meet the need of the correctional facility, etc.
K13.	Advanced knowledge of the departmental budgeting process in order to prepare procurement requests (e.g., budget change proposals [BCPs], contracts, special repairs, etc.), request additional funding and stay within budgetary limitations, etc.

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#	Knowledge, Skill, Ability
	Skill to:
S1.	Skill to apply methods and techniques of supervision, training, counseling, employee relations, work scheduling and administrative practices to create and maintain a safe, harmonious and stress-free work environment.
S2.	Skill to effectively apply the principles of purchasing in order to provide an uninterrupted flow of commodities to the correctional facility within budgetary limitations, etc.
S3.	Skill to effectively apply the principles of contract management in order to provide contract oversight (e.g., fire suppression service, grease trap pumping, etc.) within the correctional facility.
S4.	Skill to plan the procurement and services functions (e.g., purchasing, contracting, warehousing, canteen, maintenance and operation of automotive equipment, etc.) in order to provide an uninterrupted flow of commodities to the correctional facility within budgetary limitations, etc.
S5.	Skill in directing staff in the procurement and services functions (e.g., purchasing, contracting, warehousing, canteen, maintenance and operation of automotive equipment, receiving, etc.) in order to provide an uninterrupted flow of commodities to the correctional facility within budgetary limitations, etc.
S6.	Skill to estimate future demands for materials, supplies and equipment in order to provide an uninterrupted flow of commodities to the correctional facility within budgetary limitations, etc.
S7.	Skill to analyze situations accurately and adopt an effective course of action in order to resolve complex issues and to complete assignments in the allotted timeframes.
S8.	Skill to effectively contribute to the Department's Equal Employment Opportunity objectives (e.g., treatment of people, sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment free work place environment.
S9.	Skill in preparing budget estimates and reports in order to meet the needs of the correctional facility within budgetary limitations, etc.

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S10.	Skill in applying mathematical computations to assist in the procurement process.
S11.	Skill in communicating (verbal and written) effectively in order to exchange information and/or provide direction to staff and others.
S12.	Skill in keeping records and prepare reports in order to show an accurate history of what has been or needs to be procured, etc.
S13.	Skill in training staff and inmates in order to create a knowledgeable work force in procurement practices (e.g., purchasing, contracting, warehousing, canteen, maintenance and operation of automotive equipment, etc) and to enhance upward mobility, etc.

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	Special Personal Characteristics:
SPC1.	Leadership in order to accomplish the mission of the department while maintaining the efficient day-to-day operations of the correctional facility.
SPC2.	Tact in order to provide complex unpopular dissemination of information in a professional manner.
SPC3.	Emotional maturity and stability in order to provide a consistent supervisory style and maximize employee productivity and satisfaction, etc.
SPC4.	Objective understanding of the various issues of a correctional facility in order to effectively provide essential services, etc.
SPC5.	Assignments include the sole responsibility for the supervision of inmates and/or the protection of personal and real property.

	Special Physical Characteristics:
SPHYC1.	Expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

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	Working Conditions:
WC1.	Willingness to abide by and adhere to safety and security policies and provisions.
WC2.	Willingness to work in a State correctional facility.
WC3.	Willingness to participate in departmental legal activities (e.g., serve as an expert witness, material witness, defendant, etc.)
WC4.	Willingness to comply with tuberculosis screening requirements.
WC5.	Willingness to treat inmates in a professional, ethical, and tactful manner.
WC6.	Willingness to work with inmates who may be infected with contagious diseases such as Hepatitis C or HIV/AIDS.
WC7.	Willingness to work around peace officers armed with chemical agents and/or weapons.
WC8.	Willingness to abide by and adhere to the institutional dress code.
WC9.	Willingness to accept constructive criticism and respond appropriately.
WC10.	Willingness to respond to changes in the work unit in a positive, professional manner.
WC11.	Willingness to promote positive, collaborative, professional working relations among staff.
WC12.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to staff and outside consultants.
WC13.	Willingness to work professionally with individuals from a wide range of cultural backgrounds.

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WC14.	Willingness to work in a team environment to complete assigned work tasks.
WC15.	Willingness to work overtime hours as required.